

Michigan Department of Education/Office of Special Education and Early Intervention Services
Individualized Education Program (IEP) Addendum Manual Insertion

Student Information

Student Name _____	Birthdate _____	Date _____
Date of Current IEP Being Modified _____	School _____	Student ID _____

- Student Name – Fill in student name.
- Birthdate – Write the month, day, and year.
- Date – Indicate the date of the IEP Team Addendum meeting (month, day, year).
- Date of Current IEP Being Modified – Indicate the month, day, and year of the current IEP.
- School – Write the name of the school building the student attends.
- Student ID – Indicate a locally useful student ID number for central registry and record keeping. For everyday users of the Michigan Compliance Information System (MI-CIS) the number should be the MI-CIS ID so that the IEP Addendum can be easily linked to MI-CIS.

Purpose

<p>An addendum may be used to make minor changes to a current IEP. The purpose of this IEP addendum is: <i>(Check all that apply)</i></p> <p>Adding, modifying, or deleting instructional goals and objectives. _____</p> <p>Modifying the amount of time in the current program. _____</p> <p>Adding, modifying, or deleting related services or provisions related to supplementary aids/services, assessment, or transportation. _____</p> <p>Other _____</p>

The purpose of the IEP Addendum is to **make minor changes** to the IEP during the year it is in effect. If substantial or comprehensive changes need to be made to a student's IEP, an IEP Team meeting should be convened to develop a new, complete IEP Team Report.

The IEP Addendum **may not** be used for the following purposes:

- To determine or redetermine any special education eligibility,
- To change the **type of program** for the student,
- To exit the student from special education.

Participant Signatures

<p>Check the box indicating the IEP Team member who can explain the instructional implications and evaluation results.</p>	
Student _____	Parent/Guardian _____
General Ed Teacher _____	Public Agency Rep _____
Special Ed Provider _____	Other _____
Other _____	Other _____

All individuals who attend the IEP Team Addendum meeting must be listed on the IEP Addendum. **Required** IEP Team members **must be** present at the meeting when the IEP Addendum is developed. For required members, see Section 1, Pages 2-4 of the IEP Manual.

Rationale

<p>Briefly state the reason why an addendum to this student's IEP is needed.</p> <p>_____</p> <p>_____</p> <p>_____</p>

Present Level of Educational Performance

<p>Update the statement regarding this student's present level of educational performance. (See IEP Manual, Section 3-2.) <i>(Attach any new goal pages behind this page.)</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>In developing this IEP Addendum, the IEP Team members have considered the student strengths, parental concerns, the results of recent evaluations and assessments as well as the need for program accommodations/modifications due to special factors as listed on the current IEP.</p>

IEP Modifications

PROGRAMS OR SERVICES				
<u>Program/Service</u>	<u>Rule Number</u>	<u>Amount of Time</u>	<u>Frequency</u>	<u>Location</u>
_____	R 340. _____	_____ per _____	_____ times per _____	_____
_____	R 340. _____	_____ per _____	_____ times per _____	_____

List any service(s) to be deleted here: _____

Record the type of special education programs and related services to be modified by the IEP Addendum. Include the title, rule number, amount of time and frequency, and location.

ACCOMMODATIONS/SUPPLEMENTARY AIDS/ SERVICES/ PERSONNEL SUPPORT	AMOUNT OF TIME/ FREQUENCY	LOCATION

Note any change in accommodations, special provisions, supplementary aids, services, and personnel supports for school personnel that are provided in regular education classes or other education-related settings to enable students with disabilities to be educated with students who are nondisabled. Include the frequency and location.

Special Transportation: No Yes, specifics: _____
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For transportation, see IEP Manual Section 8, Page 2.

Assessment:

Indicate any changes to assessment as described in the student's current IEP (including accommodations). (See Section 9 of the IEP Manual): _____
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Commitment Signatures

The district agrees with the IEP Addendum and its implementation. Unless noted otherwise, the Addendum will begin on: _____	
The duration of this addendum is the duration of the current IEP unless prior to that date and specified here: _____	
District Representative _____	Date _____
I, as parent/guardian/student :	
Understand the Addendum contents, and	
Have been fully informed of my procedural rights. (Notice requirements attached):	
(Choose one)	
Agree with the IEP Addendum and its implementation.	
Do not agree with the IEP Addendum. This Addendum cannot be implemented.	
Parent/Guardian/Student _____	Date _____

Requirements

IEP Addendum Invitation/Notice

When convening an IEP Team meeting, the agency must invite the parent(s) [R 340.1721b(1); 34 CFR §300.344(a)(1)]. Notice of the meeting may be provided orally, in writing, or both. An IEP Team meeting may be conducted without a parent in attendance if the agency is unable to convince the parent that they should attend. In this case the agency must have a record of its attempts to arrange a mutually agreeable time and place. If transition planning or services are to be considered, the agency must invite the student (34 CFR §300.345).

The parent must be informed of the purpose, time and location of the meeting and who will be in attendance (34 CFR §300.345). An invitation to an IEP addendum meeting, must clearly state that purpose by indicating what aspect(s) of the current IEP are being considered for amendment. Under the provisions of informed consent at 34 CFR §300.500(b), the parent must be informed that:

- the student's current IEP will remain in effect until the next review or reevaluation date
- the addendum cannot be implemented if the parent refuses consent
- the parent is entitled to a full review of the IEP upon request.

Because an addendum to an IEP is never an initial IEP placing a student into special education, the parent signature on the IEP Addendum form is not required to implement the IEP. However, the parent must have the opportunity to sign the IEP Addendum in disagreement before it is implemented, following the conditions and timelines at R 340.1722a.

- Complete the beginning date for the IEP Addendum (month, day, year).
- Indicate the month, day, and year if the ending date of the IEP Addendum is prior to that of the current IEP.
- The IEP Addendum **does not** reset the due date for the next annual IEP Review.
- The district representative must sign and date.
- Notice requirements are found on the back of the IEP Addendum form.